



Building and Community Manager

OPEN

Position Type: Non-exempt
Category: Regular, part-time (20 hours per week)
Classification: E
Reports to: Director of Operations

The Village Church Vision: Helping people who feel far from God or disconnected from the church connect to Jesus and a community of Jesus followers.

The Village Church Mission: Leading ordinary people to become disciples of Jesus who make disciples who make disciples who change the world.

We refer to disciple-making, world-changing followers of Jesus as “CG3 Disciples,” people who do these four things: Connect, Grow, Give, and Go.

- **Connect:** CG3 Disciples CONNECT to Jesus and a community of Jesus followers through personal and corporate worship.
- **Grow:** CG3 Disciples GROW in their trust and understanding of who Jesus is and their willingness to follow him through being part of a group or smaller community.
- **Give:** CG3 Disciples GIVE generously to God’s kingdom work through the ministries of the local church.
- **Go:** CG3 Disciples GO to join in God’s Kingdom mission by reaching and serving their neighbors with the love of Jesus.

Ministry Summary

The Building and Community Manager is an entrepreneurial individual with a passion for the community who will launch and oversee systems and structures that allow The Village facility to be used as a mission of the church. As a church, we believe that 7 days is greater than 1, and our desire is that our building would be used as a resource for the community and that our building should be used beyond Sunday mornings to reach and serve the people in our community. The Building and Community Manager will help turn that vision into a reality.

Competencies

- Clearly demonstrates faith in, and has a growing relationship with Jesus Christ
- Understands and embodies the mission, vision, and values of The Village Church and has a passion to reach others with the love of Jesus and the church
- Enjoys a team environment and a job where they can grow and evolve as well as work independently to complete a variety of tasks
- Ability and willingness to experiment, make mistakes, laugh, have fun, and take creative risks
- Leadership skills and experience in leading volunteer teams
- Excellent written and verbal communication skills
- Excellent organizational skills
- Proven ability to manage multiple projects and to take projects from beginning to end.
- Ability to work with and manage outside contractors for building use and maintenance
- Ability to handle sensitive information with the highest degree of integrity and confidentiality

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINISTRY RESPONSIBILITIES

- Lead volunteer teams that oversee ongoing (daily, monthly, annually, etc) building related needs, including but not limited to items such as ensuring our vendors and contractors are fulfilling their contractual obligations – *sprinkler testing, landscaping, waste management, cleaning, etc;*
- Oversee building expenses and budget items; addressing any building related issues, concerns, and special projects; and ensuring that building related supplies are stocked and available for use.
- Lead our volunteer Host Team, alongside our Volunteer Host Lead, to open our Lobby to be used for and by the community.
- Work with staff and lay lead team (chaperones, building team, etc) leaders to create, adjust, and manage systems that allow our building to be used for and by our community as a mission of the church. This includes but is not limited to church related activities, building rentals by community members and Village People, weddings, funerals, etc.
- Work alongside the Trustees Team to resource and use the building as a mission of the church.
- Work with staff, lay lead teams, and vendors to ensure the building is clean, set up, and ready for church and community related needs.

KEY RESULTS

- The facility is an essential component of our vision to help connect people who feel far from God or disconnected from the church to Jesus.
- The building is being used effectively for the ministries, mission, and initiatives of The Village as a tool for ministry.
- The building is well-maintained and in and of itself communicates a message of welcome and hospitality to everyone who walks through the doors.
- New people are attending and connecting to the ministries and initiatives of The Village in and through outside groups using the facility.
- People who feel far from God or disconnected from the church are connecting to Jesus in and through The Village in increasing ways because of the ways the welcome and hospitality people are receiving in the facility.

Supervisory Responsibility

This position has supervisory responsibilities over significant volunteer leaders in order to carry out the mission and vision of The Village in the community.

Work Environment

This job operates outside the walls of a formal church and office building. Employee will work in various types of environments including, but not limited to, working from home, working in public spaces alone or in groups, and working on Sundays. This role routinely uses standard office equipment.

Physical Demands

While performing the duties of this job, the employee will be in various work environments as listed above. Position is somewhat sedentary and is required to talk, hear, stand, walk, and sit. Employee must lift or move boxes of supplies or other ministry-related items up to 30 pounds. Position requires bending, stooping, and reaching to setup and teardown for Sunday morning and other events.

Expected Hours of Work

Hours of work are **20 hours per week**. Position may require additional hours during certain projects.

Travel

Travel is primarily local during the business day, although some out-of-the area and overnight travel may be expected.

Education and Experience Requirements

- Bachelor's degree is preferred
- Facilities management experience is preferred.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.



The Top 10: Staff and Leader Values

The following statements define who we are as a team and as leaders at The Village. We are unapologetic that this is what we're about and that this is what it takes to be a member of our team.

1. We passionately pursue Jesus. (Follow Jesus First)

It all starts and ends with our commitment to follow Jesus. As individuals, we are intentionally pursuing growth in our trust in Jesus and our willingness to follow him and to invite people to join us in following him. As a church, we keep Jesus at the center and we try our best to figure out what it means to follow him together.

2. We relentlessly reach new people. (It's Not for Us)

We are here as a church and as individuals to connect disconnected people to Jesus and to a community of Jesus followers. Our collective heart beats for disconnected, broken, lonely, hurting people. We prioritize reaching the people who aren't here yet.

3. We expect God to show up. (Expect the Unexpected)

We believe in a God who still works, acts, moves, and speaks. We are wide open and expectant for God to do that again and again and again. If we're able to do in on our own, we're probably not dreaming a God-sized dream.

4. We are sold out for the mission over our own ministry. (Mission Over Ministry)

We believe in and are all in on the mission of the church and the ministry of the whole over and above any of our own preferences or ministries. A win for the church is a win for everybody.

5. We bring our very best to the table. (Bring Your Best)

We believe that God deserves the best of our effort, our creativity, and our imagination, so we are determined in bringing the very best of ourselves to the table. We also expect the best from each other, trusting in each other to bring our best.

6. We work together to get "the stuff" done. (Sweep the Floor)

We are a team and we operate in teams. We do what needs to be done together, we hustle, we help each other, we understand that no task is below our pay grade, we roll up our sleeves together, we grab a broom and sweep the floor if that's what's needed, and we don't stop until "the stuff" is done for everyone.

7. We constantly make it better. (Make It Better)

We are teachable. We are continual learners and growers and innovators and improvers. We look first in the mirror to find ways to make our ministries more effective, we ask for feedback, we graciously offer feedback to each other, and we gracefully receive it when it's given, always looking for ways to learn and grow.

8. We are flexible and we adapt quickly. (Expect the Flex)

We know that it's the flexible who can never get bent out of shape. We accept that the nature of this work is that it's always in flux. We are willing and able to adapt and improvise and be flexible in the moment. We invite the Holy Spirit to do things in our lives and our ministries that we couldn't predict or plan.

9. We risk big and we fail forward. (Fail Forward)

We recognize that there is no such thing as "missional complacency" in God's church. (We've looked for it all over the New Testament, and we can't find it anywhere.) If we're not failing, we're not trying hard enough. We would rather risk and fail and learn from our mistakes than stay safe and become content and slowly decline and die.

10. We don't do anything ourselves that we can empower someone to do with us. (Replicate Yourself)

We are disciples who make disciples who make disciples. This means we freely give away leadership and ownership any other ship we can think to give away. We recognize that in the end, we are all interim staff members and it's our responsibility to raise people up to come behind us.

P.S. We love and laugh hard. In all of this, we enjoy life, care for one another, have fun together, and don't take ourselves too seriously.